

## PURPOSE OF LANKA SATHOSA LTD.

As the largest state owned retail business in Sri Lanka, we are committed to delivering quality products at affordable prices, making everyday living better for communities across the island. We proudly support SMEs by providing a trusted and hassle-free platform to grow their businesses, while building strong and direct connections between farmers and traders with minimal barriers. Guided by integrity, transparency, and respect, we foster a dynamic and supportive culture that empowers our employees and all stakeholders to grow and succeed together.

We are seeking talented individuals to join the Lanka Sathosa Ltd. family in the aforementioned position and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

### 1. CHIEF EXECUTIVE OFFICER

#### Job Role

- Provide visionary leadership and strategic direction to navigate Lanka Sathosa Ltd. towards sustainable growth and operational excellence.
- Oversee the overall management and administration of the organization's retail network.
- Develop, implement, and monitor business plans, policies, and operational frameworks to achieve the organization's mission and objectives.
- Drive organizational performance through effective financial management, cost control, and revenue enhancement strategies.
- Foster a high-performance culture, ensuring employee engagement, capability development, and a safe, productive working environment.
- Build and maintain strong relationships with government stakeholders, regulatory bodies, suppliers, and the broader community.
- Ensure compliance with statutory requirements, governance standards, and government policies applicable to state-owned enterprises.
- Identify opportunities for expansion, modernization, and service improvement to enhance customer satisfaction and market competitiveness.
- Lead organizational change initiatives and implement best practices in retail operations, supply chain, and customer service.
- Report to the Board of Directors on the performance, financial health, and strategic direction of the organization, providing timely insights and recommendations.
- Any other duties assigned by the Board of Directors.

#### Qualifications

##### For Internal & External Candidates: (1 or 2 below):

1. Bachelor's degree in Business Administration or any other relevant field, which is recognized by the U.G.C. and Postgraduate Degree in Business Administration or any other relevant Field or Fellow Membership of a recognized professional Chartered Institution in Management / Accountancy.

**And**

Minimum 20 years of experience at the Managerial Level, out of which 05 years of Experience should be at the Senior Managerial Level with a proven track record in a Corporation, Board or a reputed mercantile establishment after obtaining the first degree.

2. Bachelor's Degree in Business Administration or any other relevant field which is recognized by the U.G.C. and PHD Degree in Business Administration or any other relevant field which is recognized by the U.G.C.

**And**

Minimum 15 years of experience at the Managerial Level, out of which 05 years of experience should be at the Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.

**Age** : Should be not less than 45 years and not more than 55 years.

**Salary & Other Allowances** : Basic Salary: 250,000.00, Cost of Living: 50,000.00, Professional Allowance: 100,000.00, Performance Allowance: 150,000.00, Communication Allowance: 4,250.00 and a company vehicle will be provided along with fuel (145 litres).

**Nature of Appointment** : Five (05) years contract, subject to annual renewal with eligibility for EPF and ETF to the basic salary and cost of living allowance.

### 2. DEPUTY GENERAL MANAGER - INTERNAL AUDIT

#### Job Role

- Develop and implement the annual internal audit plan in line with organizational objectives and risk management framework.
- Conduct independent audits and reviews of financial, operational, and compliance processes to ensure efficiency and adherence to policies, procedures, and regulatory requirements.
- Identify risks, control weaknesses, and areas for process improvement, providing actionable recommendations to management.
- Oversee the preparation of comprehensive internal audit reports and present findings to the Audit Committee and senior management.
- Monitor the implementation of audit recommendations and follow up on corrective actions taken by relevant departments.
- Ensure compliance with applicable laws, regulations, and internal policies through systematic and transparent audit processes.
- Lead, mentor, and manage the internal audit team to maintain high professional standards and enhance organizational governance.

#### Qualifications

##### For Internal and External Candidates: (1 or 2 below) :

1. Bachelor's Degree in Accountancy / Finance Management / Economics / Commerce which is recognized by the U.G.C. with a Postgraduate Degree qualification (Masters') in the relevant field **And** 15 years' experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board/Institution or a reputed Private Institution.
2. Fellow Membership of a recognized professional body "Chartered Institution", which is relevant to the subject area of the post (CIMA, ACCA, CA, CIA) **And** 15 years' experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board / Institution or a reputed Private Institution.

**Age** : Should be not less than 35 years and not more than 55 years.

**Salary & Other Allowances** : Basic Salary: 150,000.00, Cost of Living: 25,000.00, Professional Allowance: 75,000.00, Performance Allowance: 100,000.00, Transport Allowance: 100,000.00, Communication Allowance: 3,750.00 and entitled to fuel allocation of 135 litres per month.

**Nature of Appointment** : Five (05) years contract, subject to annual renewal with eligibility for EPF and ETF.

### 3. DEPUTY GENERAL MANAGER - MARKETING

#### Job Role

- Formulate, develop, and execute the overall marketing strategy and comprehensive marketing plans, ensuring full alignment with Lanka Sathosa Ltd.'s business objectives to drive customer acquisition, engagement, and sustainable revenue growth.
- Design and implement impactful brand strategies to strengthen Lanka Sathosa Ltd.'s market presence, enhance brand awareness, and ensure consistent messaging across all channels.
- Collaborate closely with Sales, Product, and other key departments to ensure integrated marketing initiatives that effectively support organizational priorities and enhance overall performance.
- Plan, manage, and monitor the marketing budget to ensure optimal allocation of resources, cost efficiency, and maximum return on investment across campaigns and projects.
- Utilize market research, analytics, and performance metrics to evaluate marketing effectiveness, refine strategies, and drive informed, results-oriented decisions.
- Deliver detailed reports, strategic insights, and actionable recommendations to senior management on marketing performance, key initiatives, and growth opportunities.
- Provide leadership and guidance to the marketing team, fostering a results-oriented and innovative work culture.

#### Qualifications

##### External & Internal Candidates: (1 or 2 below) :

1. Bachelor's Degree in Marketing Management / Business Management which is recognized by the U.G.C. with a Postgraduate Degree qualification (Masters') in the relevant field **And** 15 years' experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board or Institution or a reputed Private Institution.
2. Fellow Membership of a recognized professional body "Chartered Institution" in a related field to the post (SLIM, CIM) **And** 15 years' experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board or Institution or a reputed private institution.

**Age** : Should be not less than 35 years and not more than 55 years.

**Salary & Other Allowances** : Basic Salary: 150,000.00, Cost of Living: 25,000.00, Professional Allowance: 75,000.00, Performance Allowance: 100,000.00, Transport Allowance: 100,000.00, Communication Allowance: 3,750.00 and entitled to fuel allocation of 135 liters per month.

**Nature of Appointment** : Five (05) years contract, subject to annual renewal with eligibility for EPF and ETF.

### 4. SENIOR MANAGER – LEGAL

#### Job Role

- Offer expert legal counsel to the Board, CEO, and senior management on operational, contractual, regulatory, and governance matters to support informed decision-making.
- Oversee compliance with applicable laws and regulations including company law, labor law, public procurement, consumer protection, and government regulations.
- Prepare, review, and negotiate a variety of legal agreements such as supply contracts, service agreements, leases, and MOUs, ensuring legal soundness and risk mitigation.
- Handle all litigation and legal disputes by coordinating with internal stakeholders and external counsel, managing court proceedings.
- Conduct legal reviews and support internal inquiries related to misconduct, fraud, and employee disciplinary cases, in compliance with labor laws and institutional frameworks.
- Identify potential legal risks across operations and recommend preventive measures while formulating and updating legal policies, SOPs, and internal controls.
- Oversee legal affairs concerning property leases, land ownership, and asset documentation, while ensuring the protection and registration of the company's intellectual property.
- Lead the legal division at Lanka Sathosa Ltd and act as the legal point of contact with regulatory bodies, auditors, ministries, and law enforcement agencies, and ensure timely legal reporting and documentation submission.

#### Qualifications

##### External Candidates: (1 below) :

1. Bachelor's Degree in Law, which is recognized by the U.G.C. and an Attorney at Law with Postgraduate Degree qualification (Masters') in the relevant field **And** Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board / Institution or a reputed Private Institution.

##### Internal Candidates (1 or II below):

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of minimum 05 years satisfactory service in a post in the management category (MM) Grade I, in the subject area relevant to the post.

**Age** : Should be not less than 35 years and not more than 55 years.

**Salary Code & Scale** : (Salary Code HM 1-1-2025 and Salary Scale Rs.140,640/= - 15 x Rs.4,100/= - Rs.202,140/=)

**Salary & Other Allowances 2026** : Basic Salary: 123,019.00, Cost of Living: 17,800.00, Professional Allowance: 25,000.00, Transport Allowance: 50,000.00, Communication Allowance: 2,000.00 and entitled to fuel allocation of 115 liters per month.

**Nature of Appointment** : Permanent Basis with entitlement to EPF and ETF.

### 5. SENIOR MANAGER – PROCUREMENT

#### Job Role

- Develop and implement strategic procurement policies and category-specific sourcing plans to ensure the efficient, cost-effective, and timely acquisition of goods and services required across the all outlets of LSL.
- Establish, negotiate, and maintain strong partnerships with reliable suppliers while monitoring their performance to ensure adherence to quality, delivery, and compliance standards.
- Ensure transparency, competitiveness, and compliance in the procurement process by managing tenders, bid evaluations, contract negotiations, and documentation in line with government procurement regulations.
- Collaborate with procurement officers, warehouse staff, and outlet teams to accurately forecast demand and ensure continuous stock availability, while effectively minimizing both overstocking and stock outs.
- Prepare annual procurement budgets, monitor spending, and drive cost-saving initiatives through strategic sourcing, market analysis, and supplier consolidation.
- Maintain strict adherence to Public Finance Regulations, internal controls, and audit requirements while ensuring ethical procurement practices are upheld at all stages.
- Provide leadership and direction to the procurement team, conduct performance evaluations, and implement capacity-building programs to strengthen procurement capabilities.

#### Qualifications

##### External Candidates: (1 or 2 below) :

1. Bachelor's Degree in Marketing / Business Management / Commerce/ Supplies & Material Management / Science/Purchasing & Material Management / International Trade / Business Administration / Logistic Management which is recognized by the U.G.C. with a Postgraduate Degree qualification (Master's) in the relevant field **And** Minimum 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed private institution.
2. Full membership of a recognized professional chartered institute, which is relevant to the subject area of the post **And** Minimum 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board / Institution or a reputed private institution.

##### Internal Candidates (1 or II below):

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of minimum 05 years satisfactory service in a post in the management category (MM) Grade I, in the subject area relevant to the post.

**Age** : Should be not less than 35 years and not more than 55 years.

**Salary Code & Scale** : (Salary Code HM 1-1-2025 and Salary Scale Rs.140,640/= - 15 x Rs.4,100/= - Rs.202,140/=)

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**Nature of Appointment** : Permanent Basis with entitlement to EPF and ETF.

#### THE IDEAL CANDIDATES SHOULD ALSO:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Experience in a Government Institution will be a definite advantage.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate sound IT skills.
- A proven ability to lead and direct multi-disciplinary teams.

#### EVERY APPLICANT:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

Candidates who possess the required qualifications, experience, and competencies are invited to submit their Curriculum Vitae, together with copies of relevant educational and professional certificates, either under registered cover or via email on or before **27th June 2026**. Applications should be addressed to the Deputy General Manager – Human Resources & Administration, Lanka Sathosa Ltd, No 27, 4th Floor, CWE Secretariat Building, Vauxhall Street, Colombo 02 **or** forwarded via email to [vacancies@lankasathosa.org](mailto:vacancies@lankasathosa.org) within the stipulated deadline.

**Chairman**

**Lanka Sathosa Limited,**

**No.27, CWE Secretariat Building, Vauxhall Street, Colombo 02.**